

## Republic of the Philippines CIVIL AVIATION AUTHORITY OF THE PHILIPPINES Office of the Bids and Awards Committee Brgy. Ga-ub Cabatuan, Iloilo

Telefax: (033) 321 1950 / (033) 329 9500 loc 3266

## **REQUEST FOR QUOTATION**

|  |   | Date:                                      | May 18, 2023                 |
|--|---|--|------------------------------|
|  |   | RFQ.:                                      | BDC 2023-005                 |
| Name of Company:                                 |   |  |                              |
| Address:   |   |  |                              |
| Business Permit No.:                             |   |  |                              |
| TIN No.:   |   |  |                              |
| PhilGEPS Registration No.:                       |   |  |                              |
| PROCUREMENT:                                     | Supply and Delivery of Toners of Photocopier Machine of<br>Mimeographing Machine for 2023 of Iloilo International A |  | nting & Records Unit, Ink of |
| Please quote                                     | your best offer for the item/s described below, subject to the T  | Ferms and Conditions provided on this req  | uest for quotation.          |
| Submit your quotation                            | duly signed by you or your duly representative and must send  | copies of eligibility requirements (Busine | ss Permit,                   |
| PhilGEPS Certificate<br>Certificate of sole dist | e of Registration and Special Power of Attorney for Sole Pr<br>tributorship)  | oprietorship/ Secretary Certificate for (  | Corporation and              |
|  |   |  |                              |

not later than May 22, 2023 at 9:00 AM.

Interested bidder must submit this RFQ and Price Quotation in the Bidder's/Supplier's Letterhead sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.

| (SGD.) | ROBERTO | <b>B. MONTEI</b> | LIJAO JR. |
|--------|---------|------------------|-----------|
|        |         |                  |           |

Procurement Officer

## TERMS AND CONDITIONS:

- 1. Bidders must provide correct and accurate information required in this form.
- 2. Only authorized representative shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
- 3. Bidders must quote for all the items.
- 4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- 5. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 7. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer
- (for consulting services) which complies with the minimum technicalspecifications and other terms and conditions stated herein.
- 8. Any interlineations, erasures or overwriting shall be valid only if ther are signed or initiated by you or any of your duly authorized.
- representative's
- 9. The item/s shall be delivered within Fifteen (15) calendar days from receipt of the sample.
- 10. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| ITEM DESCRIPTION |                    |                   |      |                                       | OFFER |               |                     |  |     |         |  |
|------------------|--------------------|-------------------|------|---------------------------------------|-------|---------------|---------------------|--|-----|---------|--|
|                  |                    | Quantity<br>(QTY) |      | Approved<br>Budget of the<br>Contract | PRICE |               | generic<br>(mandato | Compliance with<br>Technical<br>Specifications (Please<br>Check) |     | REMARKS |  |
|                  |                    |                   |      |                                       | QTY   | Unit<br>Price | Total<br>Price      | ry)  | Yes | No      |  |
|                  |                    |                   |      | Php 28,656.00                         |       |               |                     |  |     |         |  |
| 1                | Toner Ineo 116     | 2                 | pcs  |                                       |       |               |                     |  |     |         |  |
| 2                | Toner Ineo 118     | 5                 | pcs  |                                       |       |               |                     |  |     |         |  |
| 3                | Ink FII Type Black | 1                 | tube |                                       |       |               |                     |  |     |         |  |
| 4                | Master FII Type 70 | 1                 | roll |                                       |       |               |                     |  |     |         |  |
|                  |                    |                   |      |                                       |       |               |                     |  |     |         |  |
|                  |                    |                   |      |                                       |       |               |                     |  |     |         |  |
|                  |                    |                   |      |                                       |       |               |                     |  |     |         |  |
|                  |                    |                   |      |                                       |       |               |                     |  |     |         |  |
|                  |                    |                   |      |                                       |       |               |                     |  |     |         |  |
|                  | TOTAL              |                   |      |                                       |       |               |                     |  |     |         |  |

Signature over Printed Name